



"Building a Better IDEM" is focused on making IDEM more responsive to customers as well as creating a work environment that brings employee satisfaction. This focus ensures that IDEM meets its responsibility to protect health, the environment and the bottom line, taxpayer dollars.

### Educational Opportunities

One way to "Build a Better IDEM" is to educate and empower IDEM employees from their first day on the job. A more extensive, phased employee orientation program has been developed to set new employees off on the right foot. Additionally, IDEM created a comprehensive training guide for employees. The guide is a tool that employees and managers can use to determine ongoing professional development training needs and opportunities.

### Greening the Government

On Earth Day, April 22, 1999, Governor Frank O'Bannon signed Executive Order 99-07 titled "Greening the Government." The goal of this order is to improve the environmental performance of all state operations. The executive order established a taskforce of members from 12 major state agencies. The task force developed guidelines for state agencies to ensure increased buying of recycled content products and waste reductions through waste prevention or reuse. IDEM was an active member of the task force and helped set statewide standards. The agency purchased three new classifications of products made from recycled materials and implemented a reduce and reuse policy for furniture and equipment. A complete set of Greening the Government guidelines can be viewed online.

 [www.state.in.us/idoa/greening/greening/greeningguidance.pdf](http://www.state.in.us/idoa/greening/greening/greeningguidance.pdf)



### Ensuring Consistent Resources

As a state agency, IDEM strives to effectively manage the resource needs of its staff. To ensure that resources are allocated appropriately and shared by agency offices, IDEM developed and implemented an agency-wide strategy. The strategy creates a more consistent allocation of resources such as pagers, safety equipment, cellular phones, vehicles and computers. This ensures that staff have the equipment needed to perform their duties.

### Fiscal Management

To make IDEM's internal accounting methods more efficient, a new automated financial management system called PeopleSoft® was implemented. This customized software package replaces a manual accounting system. The result is a faster turnaround time on vendor payments, travel reimbursements and financial reports. An automated budget-checking feature for planned expenditures provides real-time financial information as well as electronic approvals and paperless transactions.

### Multi-Cultural Concerns Committee

In 1998, IDEM formed a Multi-Cultural Concerns Committee with representatives from all IDEM offices and senior staff. The committee works to increase the diversity of the agency and to increase awareness by staff of the diversity that exists within the agency. During Fiscal Year 2000, the committee:

- ▶ *Revised its action plan for 2000-2001, including key areas of focus to address with Human Resources Management;*
- ▶ *Established a system of quarterly meetings with Commissioner Kaplan;*
- ▶ *Worked with IDEM's Human Resources management to begin a series of diversity awareness trainings for staff;*
- ▶ *Recommended that staff be given the opportunity to attend professional development training; and*
- ▶ *Sent representatives to multi-cultural job fairs including Black Expo, Cook County Bar Association Minority Fair, Indiana Multi-cultural Job Fair and Minority Professional Careers Expo.*

### Recruiting Enhancements

As competition for skilled science professionals increases, recruiters have taken a new approach to finding and attracting quality employees. IDEM has implemented new recruiting strategies, using tools such as the Internet and routine networking with technical and vocational institutions to attract prospective employees.

 [www.ai.org/jobs/](http://www.ai.org/jobs/)

### Compliance Enforcement Team

IDEM has formed a multi-media compliance and enforcement team that consists of managers from all of the compliance, compliance assistance and enforcement areas throughout the



agency. The team provides a unique forum for the discussion of compliance issues as they affect all aspects of the environment: air, water and land. The team is responsible for implementing IDEM's multi-media compliance planning process, formulating agency-wide compliance and enforcement strategies and using compliance data to evaluate resource allocation. The team's ultimate goal is to ensure that IDEM prioritizes its compliance efforts in a way that results in the greatest environmental benefits.